P-CARD USER MANUAL

VIEW TRANSMITTALS

INTRODUCTION

The View Transmittal selection on the main P-Card menu is available for verifiers, approvers, and auditors to view and reprint transmittals. Users can view any transmittal of a credit card they have verifier rights for and any transmittal for which they would have approval rights, depending on the PCA/Index on the transactions.

The important features of the View Transmittals screen are:

- Past transmittals that have been processed and sent to STARS will be viewable.
- Transmittals can be reprinted.
- The batch number and batch date processed transmittals will be displayed (although not printed).
- Attached scanned receipts or documents can be viewed.
- New scanned receipts or documents can be attached to a transmittal (auditors will not have this ability).

SELECTING AND VIEWING A TRANSMITTAL

1. Select **View Transmittal** from the main P-Card menu.
2. Enter a transmittal if you know it or select a transmittal from the drop down menu.
   - Enter the transmittal number in the **Enter Transmittal** field and press ENTER.
   - Click the **Select Transmittal** drop down menu and then click the transmittal you want to view.

Figure 1 - Enter or select a transmittal

3. The transmittal will be displayed.

Figure 2 - Transmittal displayed

NOTE: The <u>batch number</u> and <u>batch date</u> of the transactions sent to STARS are displayed in the transaction grid of the **View Transmittals** screen. However, these will not be printed on the PDF transmittal if you choose to reprint the transmittal.

4. If there are any scanned documents attached to the transmittal, click **View** to view the attachments. To attach scanned documents, see the 'Attaching Scanned Documents' section below.

Figure 3 - Scanned attachments

5. Click **Reprint Transmittal** if you want a copy of the transmittal. The transmittal will be generated and displayed in PDF format. <u>Click here if you have problems printing a transmittal</u>.

TO SORT OR FILTER THE SELECT TRANSMITTAL MENU

You can sort and/or filter the transmittals displayed in the **Select Transmittal** drop down menu. You can apply any of the following:

- Select **TM#** (the default) or **Name** to display transmittals in the **Select Transmittal** menu in order of the transmittal number or alphabetically by the verifier's last name. The **Select Transmittal** drop down menu will then be sorted accordingly.

Figure 4 - Sort by name or transmittal number

- Enter a beginning and ending date in the **Date Range** fields and then click **Filter**. This will limit the transmittals in the **Select Transmittal** menu to those that have at least one <u>transaction</u> in that date range.

Figure 5 - Filter by date range

- Select **Processed** to limit the selection to transmittals that will be found and displayed to those that have been processed and sent to STARS. (The **Date Range** and the **Processed** filter can be used together.)

Figure 6 - Filter by processes transmittals

- After applying a sort or filter, click the **Select Transmittal** drop down menu and select a transmittal.

Figure 7 - Batch number and date

NOTE: The batch number and batch date of the transactions sent to STARS are displayed in the transaction grid of the **View Transmittals** screen. However, these will not be printed on the PDF transmittal if you choose to reprint the transmittal.

ATTACHING SCANNED DOCUMENTS

You can scan receipts, invoices, or any other document pertaining to a transaction and attach it to the transmittal (auditors will not have this ability). The scanned documents will then be in the application for approvers, auditors, or managers to view online. This will reduce the time and costs of mailing and storing physical documents.

Documents must be scanned at your agency or agency field location and saved on a local or network hard drive. The P-Card application is used to browse for and upload the scanned files which will be stored in the application.

Your agency may need to develop document retention rules to determine if copies will be kept by your agency as well and for how long. Refer to the Department of Administration's Web site for record retention information.

To attach a scanned document:

1. Select a transmittal from the **Select Transmittal** menu or enter a transmittal number in the **Enter Transmittal** field and press ENTER.
2. In the **Attachments** section below the transactions, click **Browse** to locate a scanned document file. Valid types include files with the following extensions: .pdf,.jpg,.gif,.bmp,.png,.tif,.tiff.
   NOTE: Regardless of the file types that are uploaded, they will automatically convert to PDF files. When an attached document is viewed in P-Card, it will be displayed as a PDF document.

Figure 8 - Browse for file
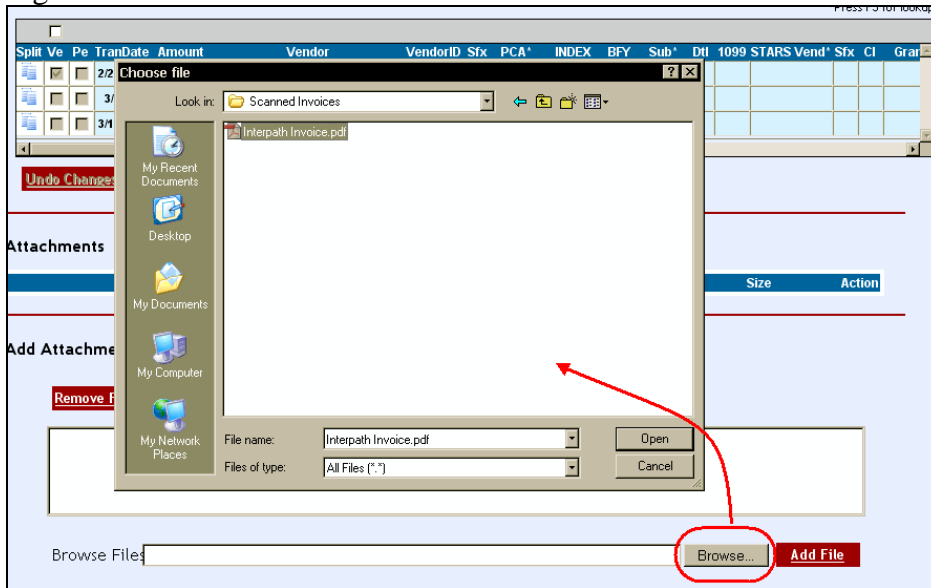
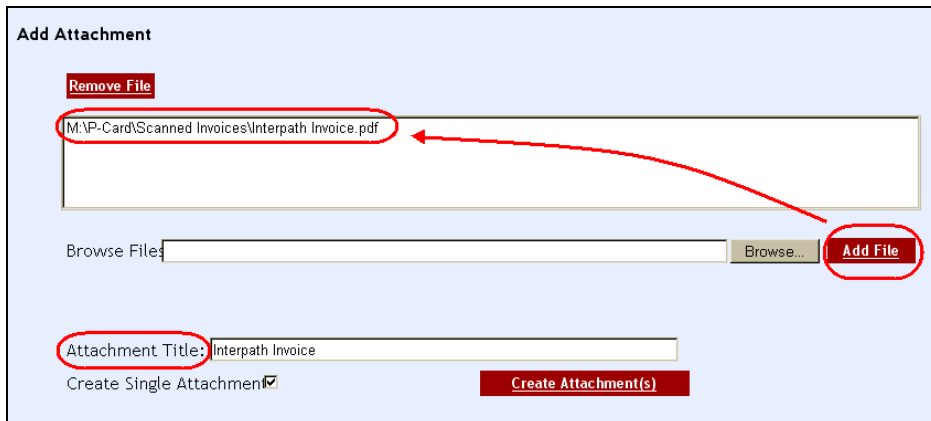3. Highlight the file you need and click **Open**. The document path will appear in the **Browse Files** field.

Figure 9 - File selected

4. Click **Add File**. The document will be added to a queue. The filename of the scanned document will be used in the **Document Title** field. To add another document, see the 'Attaching Multiple Scanned Documents' section below.

5. Type a title for the document in the **Attachment Title** field or leave the default title based on the file name. Unless you have renamed the document already, scanning software usually doesn't give a friendly file name. This gives you the opportunity to change it to something usable.

6. For only one document, leave **Create Single Attachment** checked.

7. Click **Create Attachment(s)**. The document will appear in the **Attachments** area. Once attached, the scanned documents are automatically saved in the application.

Figure 10 - Saved attachment

8. If desired, click **View** to open and verify the document.

ATTACHING MULTIPLE SCANNED DOCUMENTS

NOTE: You will not be able to enter custom **Document Titles** when adding multiple documents. In order to add multiple documents and enter your own **Document Title**, add and create the documents one at a time.

1. Repeat steps above to add a second document to the queue. Note the **Document Title** remains from the first document added. Adding the second file does not change it.

2. Choose to leave **Create Single Document** checked or click the checkbox to clear it. Your choice will affect the titles of the attached documents:

    a. If you leave the checkbox checked, click **Create Document(s)**, all of the attached documents will have the same document title based on the filename of the first document added.

    b. If you clear the checkbox, click **Create Document(s)**, the attached documents will have different document titles based on the filenames.

Once attached, the scanned documents are saved in the application.

SCANNER SETTINGS AND CONSIDERATIONS

Because scanned files can be large, we recommend placing as many receipts or documents on one page as possible and scan them as one page.

When scanning documents, several factors must be considered – e.g., the type of scanner you use and its settings, hard disk storage capacity at your agency, and the type of originals (size and color of paper, size and color of print, etc.) you are scanning.

Two important settings often found on scanners and multi-function machines are:

A. <u>Resolution:</u> Generally scanners will offer a scanning resolution setting expressed in "dpi" or dots per inch. The lower the setting the smaller the file size, but the worse quality of image produced. With most documents, a setting of 150dpi seems to work well.

B. <u>File formats:</u> File formats vary (.pdf,.jpg,.gif,.bmp,.png,.tif,.tiff). For many agencies, .jpg and .pdf may work well, although newer scanners often have better systems for compressing file sizes, so .tif files may be smaller than .pdf files.

You should test your own equipment to see which resolution and file format settings create the smallest file size with acceptable visual quality.